



## 2023 Budget Calendar

City of Lake Stevens Schedule	Budget Process Step	Required Deadline Per RCW
July 18, 2023	Initial Budget Priority Discussion – City Council	
August 7, 2023	Budget Instructions to Department Heads	9/11/2023
August 8 – August 18, 2023	DH Budget Preparation & Discussions with HR, Finance, City Administrator & Mayor	9/25/2023
<b>August 18, 2023</b>	<b>Department Budgets Filed with Finance Director</b>	9/25/2023
August 24 – 25, 2023	Budget Requests Presented to City Administrator & Mayor	10/2/2023
August 31, 2023	Executive Staff Budget Roundtable	
September 12, 2023	Estimated Revenues & Preliminary Budget Provided to Legislative Body (S/M)	10/2/2023
September 15, 2023	Council Mini-Retreat – Mayor’s Preliminary Budget & Staffing	11/2/2023
September 26, 2023	Council Budget Session – 2024 Capital (w/s)	11/2/2023
October 3, 2023	Council Budget Session – Preliminary Proposed Budget	11/2/2023
October 10, 2023	Council Budget Session – Finalize Proposed Budget (if needed)	
October 11, 2023	1 <sup>st</sup> Notice of Public Hearing	11/3/2023
October 18, 2023	2 <sup>nd</sup> Notice of Public Hearing	11/10/2023
October 20, 2023	Proposed Budget & Budget Message Filed	11/2/2023
October 20, 2023	Proposed Budget Made Available to the Public	11/21/2023
October 24, 2023	Public Hearing #1 - Property Taxes/Revenue Sources (Property Tax Levy – by Mid November)	11/25/2023
October 24, 2023	Public Hearing #2 - Preliminary Budget Hearing	11/25/2023
November 14, 2023	Final Public Hearing and Budget Adoption	12/4/2023
November 28, 2023	Final Public Hearing (continuation) (if needed)	12/7/2023

Council Meeting Dates